



## **Technology Services Division**

### **Network Administrator (Network Infrastructure Specialist II)**

[Mississippi State Personnel Board \(ms.gov\)](https://www.ms.gov/personnel)

#### **Job Description:**

The Technology Services Division of the MS Secretary of State's Office is seeking a Network Administrator (Network Infrastructure Specialist II) to join our Help Desk team. The Network Administrator will provide expertise in designing, implementing, and maintaining an enterprise-level network.

This position is considered a Junior-Level position.

#### **Responsibilities:**

- Design, implement, and maintain enterprise-level network infrastructure.
- Develop network architecture plans that align with business goals and objectives.
- Monitor network performance and identify and address issues as they arise.
- Implement and maintain network security measures to protect the network from security threats.
- Ensure network infrastructure is highly available and meets the service level agreements (SLAs).
- Provide technical support to other team members.
- Manage network-related projects and provide project management expertise.
- Stay up-to-date on new network-related technologies and recommend changes to the network infrastructure to stay current.

#### **Qualifications:**

- Bachelor's degree in Computer Science, Information Technology, or a related field
- 3-5 years of experience in designing, implementing, and maintaining enterprise-level network infrastructures
- Knowledge of networking technologies, including TCP/IP, DNS, DHCP, routing, switching, and firewalls
- Experience with network monitoring tools and network performance optimization
- Strong knowledge of network security protocols and experience with implementing security measures
- Experience with network-related project management
- Excellent troubleshooting skills and the ability to work independently
- Excellent communication and collaboration skills
- Relevant industry certifications such as CCNP, CCIE, or equivalent are preferred

#### **Starting Salary:**

Position starting salary will be determined based on qualifications and experience. For further information, please visit the [Mississippi State Personnel Board](https://www.ms.gov/personnel) website.

We encourage you to apply if you wish to enter into a career in Information Technology for the State of Mississippi. As a Network Administrator within the Technology Services Division of the Mississippi Secretary of State's Office, you will have the opportunity to work with a team of IT professionals and support the agency's mission to provide efficient and effective services to the citizens of Mississippi.

We look forward to welcoming you to our team!

Those interested in applying can email their resume & cover letter to: **[human.resources@sos.ms.gov](mailto:human.resources@sos.ms.gov)**